

U.S. Consulate General, Guayaquil

Vacancy Announcement

Number:	2016-HR-04	To:	ALL EMPLOYEES / ALL AGENCIES
Date:	June 24, 2016	From:	Donald Coleman/ Management Officer
Subject:	Criminal Fraud Investigator (CFI)		

OPEN TO: All interested candidates / All Sources

POSITION: Criminal Fraud Investigator

OPENING DATE: June 24, 2016

CLOSING DATE: July 8, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: **Ordinarily Resident:**
FSN-10: US\$52,876.00 per annum

Not-Ordinarily Resident:
FP-5 (step 5)* US\$58,032 per annum
* Final grade/step for NORs will be determined by Washington

Note 1: All ordinarily resident (OR) applicants (*See Appendix A for definition*) must have the required work and/or residency permits to be eligible for consideration.

Note 2: All positions advertised are subject to availability of funds.

Note 3: U.S. Citizens including U.S. Veterans who are not AEFMs (*see definitions section*) if hired will be paid under the Local Compensation Plan.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Consulate General in Guayaquil is seeking eligible and qualified applicants for the position of Criminal Fraud Investigator in the Regional Security Office.

BASIC FUNCTION OF POSITION

The Criminal Fraud Investigator is charged with conducting sensitive, routine and complex criminal investigations. Incumbent builds relationships with middle to high level officials in the Ecuadorian police, immigration, prosecutors and other GOE agencies and acts as a liaison. Incumbent will develop and conduct training for various levels of Ecuadorian police and immigration. Incumbent will be responsible for completing detailed and timely written reports on his/her investigations.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified. If you submitted previous applications, you will still need to provide documentation for this position.

- A. **EDUCATION:** University degree in criminal justice, law or advanced analytical or technical applied sciences or an equivalent degree from a police or military academy is required (send degree for consideration) **OR** Two years of general college studies and at least seven (7) years of experience in criminal justice or security investigations or court processes or operations with a concept of needs focused on identification, interception, interruption, or denial of criminal activities.
- B. **PRIOR WORK EXPERIENCE:** Three (3) or more years working in a professional capacity in a related field within the Government of Ecuador or experience working in conjunction with the U.S. or Ecuador government in the field(s) of criminal justice, criminal or security investigations or court processes with emphasis on technical, analytical or procedural investigations and/or applied operations with a concept of needs focused on identification, interception, interruption, or denial of criminal activities. *(if you substitute experience for education, the requirement will be six years of experience)*
- C. **LANGUAGE PROFICIENCY:** Spanish (reading/writing) Level IV is required and English (reading/writing) Level III is required. These will be tested.
- D. **KNOWLEDGE:**
A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as privacy of information, civil processes (marriages/births/deaths) etc. is necessary.
- E. **SKILLS AND ABILITIES:**
Strong computer skills, (word processing, excel, PowerPoint) are required. Must possess a valid driver license and no criminal history in any jurisdiction (send copy of driver's license for consideration).

FOR FURTHER INFORMATION

The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://guayaquil.usconsulate.gov/about-us/job-opportunities.html> and/or by contacting the Human Resources Office gyqrecruitment@state.gov.

HIRING PREFERENCE SELECTION PROCESS:

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1. Management will consider the following when determining successful candidacy: nepotism/conflict of interest, budget, and residency status.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. Currently employed NORs hired under a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. **The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.**
6. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
7. Employment eligibility criteria for this position were established by the hiring supervisor.

8. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
9. The Consulate General will review work references or ask applicant for support documentation of any of the information submitted on applications.

HOW TO APPLY

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources at GuayaquilHRForms@state.gov; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits etc.)

WHERE TO APPLY

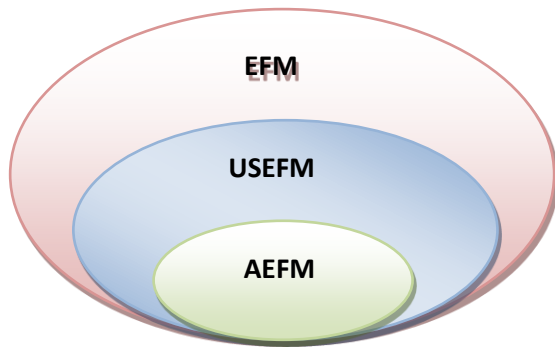
- 1) Per email (preferred method)
e-mail: gyqrecruitment@state.gov
- 2) Per hand delivery (*note that this method often results in applications not getting any form of response on the recruitment process*)
American Consulate General
Calle Santa Ana y Ave. Jose Rodriguez Bonin
Sector San Eduardo
Attention: Human Resources

EQUAL EMPLOYMENT OPPORTUNITY

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets all the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in

Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and

- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).